

September 27, 2018

Dear Prospective Vendor:

The Office of Health Equity (OHE) at the Virginia Department of Health invites your participation as a vendor at its inaugural conference, "*Sowing the Seeds of Health Equity: Growing Healthy, Connected Communities*." The event will take place at the Delta Hotel, 555 E. Canal Street in Richmond, Virginia on October 17-18.

This **free** conference will provide you the opportunity to feature your programs, products, or services, interaction with the attendees from multiple sectors across Virginia, as well as, the potential to establish partnerships and avenues for future collaborations.

Each vendor's items will be on display to all conference attendees throughout both days of the event. Peak foot traffic for conference registrants is expected occur between breaks and lunch hours.

Submission Guidelines:

1. To guarantee review, all vendor requests must be received no later than **5:00 PM EST on September 14, 2018**.
2. Vendor requests must describe clearly the product(s) and/or service(s) they wish to display.
3. Request must contain all of the following: **name of organization, name and title of representative(s)**.
4. Please provide your organization's website URL link.
5. Vendor requests must not exceed 350 words and be submitted in a .doc file format.
6. We request that vendors who wish to withdraw, inform the conference organizers at least 2 weeks in advance of the conference.

Display Booth Guidelines:

1. Materials must fit on a 1 foot x 6 foot tabletop not to exceed 5 feet in height.
2. No audiovisual equipment is permitted.

Letter of Invitation

1. A formal letter of invitation will be issued to the primary vendor upon acceptance of your request.

Please register on the conference website as a vendor here: Send completed vendor request form via email to Augustine Doe or Kira Walker with the Office of Health Equity at [augustine.doe@vdh.virginia.gov](mailto:augustine.doe@vdh.virginia.gov) and [kira.walker@vdh.virginia.gov](mailto:kira.walker@vdh.virginia.gov) no later than **5:00 PM EST on September 14, 2018**.



The conference organizers will review the submitted requests and send notification via email of our decision to the listed vendor. Feel free to contact Augustine Doe or Kira Walker with questions.

Thank you,

Augustine Doe, MS, MPA  
Health Equity Specialist  
Office of Health Equity  
Virginia Department of Health